SARDAR PATEL UNIVERSITY
Programme: B.Com.
Semester: I
Syllabus with Effect From:June-2018

Paper Code:UB01DCOM33	Total Credit:3
Title Of Paper: Computer Application - I	

Objective: To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

Unit	Description of Detail	Weighting(%)
I	**Componentsof aComputerSystem:** Computer ,Computer Hardware and Software, Difference Between Hardware and Software, History Computer, Computer Generation, Types of Computer, Block Diagram of Digital Computer and Function of Its Each Part, POST-Power On Self-Test. Application of Computer ,Characteristics of Computer ,Limitations of Computer. **Memory:** Types of Memory, Primary Memory (RAM, DRAM, SRAM, SDRAM, DDR SDRAM, ROM, PROM, EPROM, EEPROM), Auxiliary Memory, Cache Memory.	25%
II	**Input, Output and Storage Devices :** **Input Devices:** Keyboard, Scanners, Joy Stick, Barcode Reader, Digital Camera, Microphone, Webcam, Pointing Devices (Mouse, Touchpad), Touch Screen, Light Pen, OMR, OCR, MICR, Digitizer, Trackball, **Output Devices:** Monitors (CRT, TFT, LCD, LED), Printers (Laser, Inkjet, Dot Matrix, Line, MFP, Bar Code, Plotter), Speakers, Projector. **Storage Devices**: CD, DVD, Blue Ray Disk, Floppy Disc, Hard Disc, Memory Sticks/Pen Drives, Flash Memory Cards etc. Difference between Main/Primary Memory and Secondary/Auxiliary Memory. Relative benefits of each in terms of speed and performance.	25%
III	**Introduction to Software ,Operating System and Windows:** Introduction of Software, Types Software and Its Examples, Introduction of Operating System, Overview of Various Types of Operating Systems, Introduction of various versions of Windows operating System, Overview of Windows 7, Concept of Booting and how to start Desktop Computer. **Desktop:** Working with desktop Icons (Computer, My Documents, Recycle Bin, Start Menu *(Parts of Start Menu)*, Browser , Taskbar Overview (Start Button, Quick Launcher toolbar, the notification are*)*, Parts of window (Minimize-Maximize and close button, Menu bar, scroll bar, Borders and corners), Switching between windows. **WindowsExplorer:** ViewingofFiles, Foldersanditsconcernoperations (Open, Copy, Move, Rename, Delete, Cut, Paste, Create Shortcut, Properties, Print), Searching for Files/Folders.	25%
IV	**Windows Accessories:** Notepad, Word Pad, Paint, Calculator, Use of Snipping Tool, Use of Sound Recorder, Windows Photo Gallery, Connect to Projector, Sticky Note	25%

	Windows Control Panel: Mouse, Fonts, Date/Time, Display,Printer, Manage User Accounts, Regional Settings, How to Add Languages, Folder Options, Task Bar & Start Menu. Windows Trouble Shootings.	

Practicals: Practicals are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

Basic Text & Reference Books:-

- ➢ Computer course windows 7 and office 2010 by R,K. Taxali Publisher Tata McGrawHill.
- ➢ Computer fundamentals By Anita Goel Pearson Publication New Delhi.
- ➢ Sinha, P.K.(2004), "Computer Fundamentals", 4th Ed.,BPB Publications
- ➢ Rajaraman,V, "Fundamentals of Computers", PHI
- ➢ Leon Alex & Leon Mathews(1999), "Fundamentals of Information Technology", Leon Techworld
- ➢ Norton , Peter (2001), "Introduction to Computers", 4th Ed., TMH.
- ➢ Walters, E. Garrison Walters(2001), "The Essential Guide to Computing: The Story of Information Technology", PHI
- ➢ Bpb Publication- MS office 2010 by Satishjain
- ➢ Wiley Publication –Window 7 With Office2010 .